



**TEST PROCEDURES
FOR
OPTICAL SCAN VOTING SYSTEMS
AND
AUTOMARK VOTER ASSIST TERMINAL**

**MICHIGAN DEPARTMENT OF STATE
Bureau of Elections**

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TABLE OF CONTENTS

Testing of Electronic Voting Systems.....	3
Preparing the Chart of Predetermined Results.....	4
Preparing the Test Deck.....	4
Definitions.....	5
Rules Relating to Electronic Voting Systems.....	6
Test Procedures for Partisan Primary Election.....	10
Test Procedures for General Election.....	15
Test Procedures for Non-Partisan Election with Proposals.....	23
Test Procedures for Special Proposal Election.....	28
Test Procedures for AutoMARK Voter Assist Terminal.....	32
Appendix.....	35

TESTING OF ELECTRONIC VOTING SYSTEMS

Prior to each election all electronic tabulating equipment must be tested to verify that 1) the equipment is performing properly 2) the ballots have been properly prepared for each precinct and 3) that the programs will accurately count the valid votes recorded on the ballots. It is the responsibility of the election commission to conduct a preliminary and public accuracy test employing a "test deck" of voted ballots. The results obtained under the testing procedures are verified against predetermined results to confirm the proper operation of the voting equipment and the accuracy of the programming.

This manual contains step-by-step procedures for creating test decks and charts of predetermined results for partisan primary elections, partisan general elections and non-partisan elections. The procedures reflect the requirements established under Michigan Election Law (MCL 168.1 - 168.992) and the Rules promulgated for the administration of electronic voting systems. Rules (R 168.771 - 168.793). Electronic voting system users are prohibited from using testing procedures which do not meet the requirements of statute and promulgated rule.

Certain test considerations, such as split tickets (crossover votes), are only applicable to partisan primary elections and are not considered when preparing test decks and charts for partisan general elections or non-partisan elections. Likewise, straight party voting applies only to partisan general elections and is not a consideration when preparing tests decks and charts for partisan primary elections and non-partisan elections.

While the laws and rules contained in this manual apply to all electronic voting systems, they were originally written for punch card. Therefore, all references to "punch" and "card" should be read as "mark" and "ballot" when being applied to optical scan voting systems and the AutoMARK Voter Assist Terminal.

MCL 168.798(1) states in part:

“Before beginning the count of ballots, the board of election commissioners shall test the electronic tabulating equipment to determine if the electronic tabulating equipment will accurately count the votes cast for all offices and on all questions....The test shall be conducted in the manner prescribed by rules promulgated by the secretary of state pursuant to the administrative procedures act of 1969....In the test, a different number of valid votes shall be assigned to each candidate for an office, and for and against each question.”

R 168.776 provides:

“(1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.”

“(2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.”

PREPARING A CHART OF PREDETERMINED RESULTS

It is recommended that the chart of predetermined results be prepared as early as possible prior to the election. The following information will be needed to complete this task: 1) a complete listing of all offices that will appear on the ballot 2) the total number of candidates whose names will appear under each office 3) the total number of votes allowed under each office and 4) the total number of proposals that will appear on the ballot. Preparing the chart of predetermined results as early as possible will help to ensure that the required tests and any needed equipment repairs or corrections to ballots or programs may be carried out in a timely manner.

PREPARING A TEST DECK

Once the official ballots are received, a test deck is prepared that mirrors the chart of predetermined results. Once the program is received, the program edit listing (tabulator zero report tape) must be checked against the ballot to verify that all office titles, candidate names, number of votes allowed, number of write-in positions and proposals agree. In addition, all vote totals must be zero. After this check is successfully completed, the “preliminary test” may be conducted.

While a single chart of predetermined results may be used for multiple precincts, a separate test deck must be prepared for each precinct to ensure that the program prepared for each tabulator and the unique code or precinct identifier printed on each ballot style is recognized and accepted by the tabulator and that all votes are properly awarded. Split precincts (precincts in which two or more ballot styles will be issued) require a similar procedure. A separate test deck must be created for each ballot style.

Since test decks should always be made using the same ballots printed for use at the polls on Election Day, you will want to increase the number of ballots ordered for each precinct to accommodate the extra ballots needed for the preparation of the test decks. It is also recommended that all ballots included in the test deck be marked using a black or blue ink pen and that a certain number of test ballots be folded to simulate the tabulation of absent voter ballots.

Rejection of Blank or Overvoted Ballots - Optical scan tabulators must be programmed to inform the voter if 1) their voted ballot contains one or more races or issues that are overvoted or 2) their ballot is blank. In such cases, the voter must be offered an opportunity to revote the ballot. The test deck must include ballots designed to test for these requirements. It should be noted, however, that in an office where no candidates are running, it will not be possible to overvote the office because the number of write-in positions provided under each office will always be equal to the maximum number of votes allowed. This exception is noted throughout the instructions.

Write-in Votes - The test deck must include ballots which contain marks in the write-in positions. While the tabulator will identify that a write-in vote was cast under a given office on the ballot, it will not be possible to verify the specific write-in position used to record the vote. The actual tallying of write-in votes for “declared” write-in candidates is carried out by the board of election inspectors following the close of the polls. If the ballots are processed in an absent voter counting center, write-in votes may be tallied throughout Election Day as time permits.

DEFINITIONS

Overvote--vote for more than the number of candidates to be elected or nominated to an office or vote both yes and no on a proposal. No votes will be counted.

Undervote--vote for less than the number of candidates to be elected or nominated to an office or do not cast any vote on a proposal. Votes cast for candidates will be counted.

Split Ticket (primary election ballot only)--vote for candidates of more than one political party. No partisan section votes will be counted.

Straight Party Ticket (general election ballot only)--vote for all candidates of a single party by virtue of the straight party vote option. Each candidate under the party selected will receive a vote.

Split Ticket (general election ballot only)--straight party vote combined with direct votes for candidates of other political parties. Each candidate under the party selected will receive a vote except where superceded by a direct vote for a candidate.

Mixed Ticket (general election ballot only)--no straight party vote is cast. Voter casts direct votes for candidates of multiple political parties.

Non-partisan candidate--candidate seeking a non-partisan office. Party affiliation is not considered, i.e., judicial candidates.

Partisan candidate--candidate seeking a partisan office under a recognized political party ticket or a candidate seeking a partisan office without political party affiliation (independent candidate, IND.), i.e., State Representative, DEM. or State Representative, IND.

Party affiliation--political party represented by a candidate seeking a partisan office under a party ticket, i.e., County Clerk, REP.

RULES RELATING TO ELECTRONIC VOTING SYSTEMS

R168.773 PREPARATION OF PROGRAM RULE 3

- (10) The vote tabulation portion of the program shall be written:
- (a) To reflect the rotation sequence of the candidates' names and ballot position numbers as they appear on the ballot labels in the various precincts.
 - (b) To count valid votes cast by a voter for candidates for an office.
 - (c) To count valid votes cast by a voter for or against any question.
 - (d) So as not to count votes cast by a voter for an office or question if the number of votes cast by a voter exceeds the number which the voter is entitled to vote for on that office or question.
 - (e) To ignore punches in a ballot card in positions where a candidate's name or questions do not appear on the official ballot. These punches shall not have effect on the ballot.
 - (f) So that the partisan, nonpartisan, and proposal sections of the ballot are considered separate sections of the ballot. The action of a voter in 1 section of the ballot shall not affect the voter's action on another section of the ballot.
- (11) For a partisan primary election, the vote tabulation section of the program shall be written:
- (a) To determine if a voter has cast votes for candidates of 1 or more political party.
 - (b) To determine if a voter has cast votes for a candidate of 1 or more political parties and a vote in the "party qualification section" of the ballot.
- NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.
- (c) To count the votes when they are recorded by a voter for candidates of 1 political party only where a vote is not recorded in the "party qualification section" of the ballot; or to count the vote when it is recorded by the voter for 1 selection only in the "party qualification section" of the ballot and where a vote is not recorded for 1 or more partisan candidates.
- NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

- (d) To reject all votes cast in the partisan section of the ballot and the "party qualification section" of the ballot if votes are cast for candidates of more than 1 political party; or if votes are cast for candidates of 1 or more political parties and 1 or more votes are cast in the "party qualification section" of the ballot; or if more than 1 vote is cast in the "party qualification section" of the ballot.

NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

- (12) For a partisan general election, the vote tabulation section of the program shall be written as follows:

- (a) A vote shall be counted for each candidate of the political party indicated by the voter's straight ticket vote, if any other vote does not appear on the partisan portion of the ballot.
- (b) A vote shall not be counted if the voter has voted more than 1 straight ticket vote and another vote does not appear on the partisan section of the ballot.
- (c) When only 1 candidate is to be elected to an office and the voter has voted a straight party ticket and voted for individual candidates, a vote shall be counted for each of the individual candidates voted for, and for each candidate of the party for which the straight party vote was voted and individual votes for candidates of other parties were not voted.
- (d) When 1 or more candidates are to be elected to an office and the voter has voted 2 or more straight party tickets and the [sic] individual votes for partisan candidates, a vote shall be counted for each individual candidate voted for when the number of votes for that office does not exceed the number for which the voter is entitled to vote.
- (e) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and has voted individually for 2 candidates of a different political party for that office, a vote shall be counted for each of the candidates for whom the individual votes were voted, but votes shall not be counted for the candidates of the party indicated by the voter's straight party selection for that office.
- (f) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has 2 candidates for that office, and the voter has voted an individual vote for 1 candidate for that office in a different political party, a vote shall be counted only for the candidate for whom the individual vote was made. Under these conditions, a vote shall not be counted for a candidate for that office by virtue of the voter's straight party selection.
- (g) When 2 partisan candidates are to be elected to the same office and the voter has voted a straight party ticket for 1 political party and that party has only 1 candidate for that office, a vote shall be counted for the party candidate for that office and if the voter has voted for a candidate of a

different political party for that office, that vote shall be counted.

- (h) When a voter has voted a straight party ticket for a political party and has voted individual votes for members of that party only, a vote shall be counted for each candidate of that party. These conditions do not constitute an overvote.

R168.776 PREPARATION OF OFFICIAL TEST DECK RULE 6

- (1) The election commission providing the program or its authorized assistant shall prepare a test deck with predetermined results.
- (2) The test deck shall consist of ballot cards of the same type to be used in the election with the word "TEST" stamped, printed, or written on each card.
- (3) A document, record, chart, or listing shall be prepared indicating the punches recorded in the test ballot card. This documentation shall indicate each valid or invalid vote.
- (4) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan general election shall be prepared:
 - (a) So that each political party receives not less than 2 straight ticket votes and so that any 2 parties do not receive the same number of straight ticket votes.
 - (b) So that 2 or more parties receive straight ticket votes on 1 ballot.
 - (c) So that at least 1 of the ballots with a straight ticket vote for a party shall be individual punches for candidates of the same party, candidates of a different party, candidates for the same office of different parties, and nonpartisan candidates and proposals.
 - (d) In which punches appear in positions other than those used for candidates, proposals, or to indicate straight party voting.
 - (e) In which a punch does not appear.
 - (f) In which a punch appears in each position where a candidate or proposal appears on the ballot.
- (5) In addition to other requirements of the act, a ballot card for use in the test deck for a partisan primary shall be prepared:
 - (a) So that punches appear on the same ballot card for candidates of different political parties, along with candidates for nonpartisan offices and votes for proposals.

- (b) So that punches appear on the same ballot card for candidates of 1 or more political parties and a punch made in the "party qualification section" of the ballot, and shall include punches for nonpartisan offices and for proposals.

NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

- (c) So that more than 1 punch appears in the "party qualification section" of the ballot.

NOT RELEVANT --- Party Qualification Section no longer appears on the primary ballot.

- (6) When 2 or more valid punch positions exist in the combination of numbers listed below, each of the valid punch positions shall be punched into 1 or more ballot cards: [Ballot card positions follow in Rules.]

NOT RELEVANT --- applies to obsolete mainframe computer hardware used for punch card tabulation only.

- (7) A duplicate of the test deck shall be prepared. The duplicate of the test deck may consist of standard data processing cards.

NOT RELEVANT --- applies to obsolete mainframe computer hardware used for punch card tabulation only.

TEST PROCEDURES FOR PARTISAN PRIMARY ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading.

Following the instructions below, use a "1" to show votes that count and a "0" to show votes that do not count due to an overvote within an office or proposal or a crossover vote (split ticket). Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. *(See sample ballot on page 13 and sample chart on page 14.)*

To create a test deck, vote ballots as follows.

1. FOR EACH PARTY, vote all positions that are used on the ballot for partisan offices, non-partisan offices, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10) (d). Will not count any votes.

See sample chart on page 15 - Test Ballot #1 and #2

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions.

R168.733 - Rule 3(10)(e). Will not count any votes.

(See sample chart on page 15 – Test Ballot #3)

3. Insert 1 blank ballot into the test deck.

No applicable Law or Rule. Will not count any votes.

See sample chart on page 15 - Test Ballot #4

4. FOR EACH PARTY, vote the following:

- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
- (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections of the ballot
- (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections of the ballot

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 15 - Test Ballot #5, #6, #7, #8, #9, and #10

5. Using 1 ballot, vote the following: DO NOT OVERVOTE; VOTE A SPLIT TICKET.

(a) Vote for candidates under different party sections in the partisan section of the ballot.

(b) Vote the non-partisan and proposal sections of the ballot.

R168.773 - Rule 3(11)(a) and R168.776 - Rule 6(5)(a). Will count votes in the non-partisan and proposal sections of the ballot. Will not count votes in the partisan section.

See sample chart on page 15 - Test Ballot #11

6. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 15 - Test Ballot #12

WHEN INSTRUCTIONS 1 THROUGH 6 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate and proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a) and MCL168.798. None of the candidates, write-in positions, nor proposals shall have an accumulated vote total of zero.

See sample chart on page 15 - Test Ballot #13, #14, #15, #16, #17, #18, #19, #20, #21, #22, #23, #24, #25, #26, #27, #28, #29, #30 and #31

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.

- (4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT
PRIMARY ELECTION
TUESDAY, AUGUST 5, 2008**

Test #1

PARTISAN SECTION		NON-PARTISAN SECTION
VOTE ONLY ONE PARTY SECTION ↓		JUDGE OF CIRCUIT COURT 1ST CIRCUIT INCUMBANT POSITION Vote for note more than 1
REPUBLICAN PARTY SECTION	DEMOCRATIC PARTY SECTION	
STATE	STATE	
GOVERNOR Vote for not more than 1	GOVERNOR Vote for not more than 1	
Lloyd C. Jenkins <input type="radio"/> John L. Stark <input type="radio"/> _____ <input type="radio"/>	Peter Johanson <input type="radio"/> Wendell Todd <input type="radio"/> Michael Pitts <input type="radio"/> Marie Randolph <input type="radio"/> _____ <input type="radio"/>	
CONGRESSIONAL	CONGRESSIONAL	PROPOSAL SECTION COUNTY PROPOSAL A A proposal to raise revenue for the paving of main street by establishing a tax on running shoes. The proposal would: <ul style="list-style-type: none"> Establish a .2 cent tax on all running shoes sold in the county Obligate all funds raised by the "running shoe tax" to be spent on paving main street Should this proposal be adopted? <div style="text-align: right; margin-top: 20px;"> YES <input type="radio"/> NO <input type="radio"/> </div>
REPRESENTATIVE IN CONGRESS 18TH DISTRICT Vote for not more than 1	REPRESENTATIVE IN CONGRESS 18TH DISTRICT Vote for not more than 1	
Maurice Berg <input type="radio"/> Tom Moore <input type="radio"/> _____ <input type="radio"/>	Wilbur Stanley <input type="radio"/> _____ <input type="radio"/>	
LEGISLATIVE	LEGISLATIVE	
REPRESENTATIVE IN STATE LEGISLATURE 120TH DISTRICT Vote for not more than 1	REPRESENTATIVE IN STATE LEGISLATURE 120TH DISTRICT Vote for not more than 1	
Alan Tubbs <input type="radio"/> _____ <input type="radio"/>	Rebecca Parker <input type="radio"/> _____ <input type="radio"/>	
PRECINCT DELEGATE	PRECINCT DELEGATE	
DELEGATE TO COUNTY CONVENTION Vote for not more than 1	DELEGATE TO COUNTY CONVENTION Vote for not more than 1	
Alan Tubbs <input type="radio"/> Michelle Watkins-Jones <input type="radio"/> _____ <input type="radio"/>	Nathan Larkin <input type="radio"/> _____ <input type="radio"/>	

Sample Ballot Chart
Primary Election

Partisan																														Non Partisan										Prop									
Republican															Democrat																																		
Governor					Cong.					S.R.					Del.					Governor					Cong.					S.R.					Del.					Circuit Court					A				
(1)					(1)					(1)					(1)					(1)					(1)					(1)					(1)					(1)					(1)				
B	C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		Y	N											
A	A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		E	O											
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Sample Ballot Chart
Primary Election

Partisan																															Non Partisan										Prop									
Republican															Democrat																																			
Governor					Cong.					S.R.					Del.					Governor					Cong.					S.R.					Del.					Circuit Court										A
(1)					(1)					(1)					(1)					(1)					(1)					(1)					(1)					(1)										(1)
B	C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W		C	C	W	Y	N													
A	A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I		A	A	I	E	O													
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Total	3	2	1	3	2	1	3	2	1	2	1	3	2	1	5	4	3	2	1	2	1	2	1	6	5	4	3	2	1	2	1	2	1	2	1															

TEST PROCEDURES FOR GENERAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects each political party, office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote within an office or proposal. Use a "(1)" to show votes that are automatically awarded to candidates of a political party by virtue of a straight party vote. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals. *(See sample ballot on page 21 and sample chart on page 22.)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, proposals, and straight parties. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d) and R168.776 - Rule 6(4)(f). Will not count any votes.

See sample chart on page 23 - Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, proposals, and straight parties. To complete this step, mark the unused vote positions.

R168.773 - Rule 3(10)(e) and R168.776 - Rule 6(4)(d). Will not count any votes.

See sample chart on page 23 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 23 - Test Ballot #3

4. Using 1 ballot, vote a straight party ticket. Do not cast any other partisan votes on this ballot.

R168.773 - Rule 3(12)(a). Will count votes for all candidates within political party selected by virtue of the straight party ticket vote.

See sample chart on page 23 - Test Ballot #4

5. Using 1 ballot, vote 2 or more straight party tickets. Do not cast any other partisan votes on this ballot.

R168.776 - Rule 6(4)(b) and R168.773 - Rule 3(12)(b). Will not count any votes.

See sample chart on page 23 - Test Ballot #5

6. Using 1 ballot, and a different office for each instruction, vote the following:
- (a) Vote a straight party ticket
 - (b) In a "vote for 1" partisan office, vote for 1 candidate of the same party used in (a)
 - (c) In a "vote for 1" partisan office, vote for 1 candidate of a different party than used in (a)
 - (d) In a "vote for 2" partisan office, vote for 2 candidates, each from different parties
 - (e) Do not vote in a partisan office where a candidate appears under the party selected in (a)
 - (f) Vote for 1 write-in candidate in either a partisan or non-partisan office (if applicable)
 - (g) Vote non-partisan offices and proposals

R168.776 - Rule 6(4)(c) and R168.773 - Rule 3(12)(c). Will count votes in all of above including (b). Will count a vote in (e) by virtue of the straight party ticket vote.

See sample chart on page 23 - Test Ballot #6

7. Vote the following: DO NOT VOTE THE STRAIGHT PARTY SECTION
- (a) Vote 1 ballot correctly in the partisan section and overvote the non-partisan and proposal sections of the ballot
 - (b) Vote 1 ballot correctly in the non-partisan section and overvote the partisan and proposal sections
 - (c) Vote 1 ballot correctly in the proposal section and overvote the partisan and non-partisan sections

EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the partisan section in (a). Will only count votes cast in the non-partisan section in (b). Will only count votes cast in the proposal section in (c).

See sample chart on page 23 - Test Ballot #7, #8 and #9

8. Using 1 ballot, vote two or more straight party tickets. Using a different office for each instruction, vote the following:
- (a) In a "vote for 1" office, cast a vote for the candidates listed under the first and second party selected above
 - (b) Repeat step (a)
 - (c) In two "vote for 1" offices, cast a vote for the candidates listed under the

first party selected

- (d) In a "vote for 1" office, cast a vote for the candidate listed under the second party selected above

R168.773 - Rule 3(12)d. Will count a vote for the candidates selected under (c) and (d). NOTE: Additional ballots may be required to complete instructions (c) and (d).

See sample chart on page 23 - Test Ballots #10 and #11

9. Using 1 ballot and a different office for each instruction, vote the following:
- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
 - (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of a different party than used in (a)
 - (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, cast two votes for candidates of two different parties than used in (a)

R168.773 - Rule 3(12)(e). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will count a vote for the individual candidates under the other parties selected. NOTE: Additional ballots may be needed to complete this test.

See sample chart on page 23 - Test Ballots #12 and #13

NOTE: If the ballot contains a "vote for 3" office and there are 3 candidates from that party running, an additional test ballot must be included following this same instruction. To do so, change all references to "two candidates" to "three candidates."

10. Using 1 ballot and a different office for each instruction, vote the following:
- (a) Vote a straight party ticket for a party where in a "vote for 2" partisan office there are 2 candidates from that party running
 - (b) In the first "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of a different party than used in (a)
 - (c) In a second "vote for 2" office, where there are 2 candidates from the party used in (a) running, vote for a candidate of the party used in (a) and vote for a candidate of a different party
 - (d) In a third "vote for 2" office, where there are 2 candidates from the same party used in (a) running, vote for a candidate of the same party used in (a)

R168.773 - Rule 3(12)(f). Will count a vote for all candidates within the political party selected in (a) by virtue of the straight party vote except for the offices used in (b) and (c). In those offices will only count a vote for the individual candidates selected. In (d), will count the individual vote and award the second vote by virtue of the straight party vote. NOTE: Additional ballots may be required to complete this test.

See sample chart on page 23 - Test Ballots #14, #15 and #16

11. Using 1 ballot, vote the following:

- (a) Vote a straight party ticket where in a "vote for 2" partisan office there is only 1 candidate from that same party running
- (b) In a second "vote for 2" office, where there is only 1 candidate from the party used in (a) running, vote for a candidate of a different party than used in (a)

R168.773 - Rule 3(12)(g). Will count votes for all candidates within the political party selected in (a) by virtue of the straight party vote except for the office used in (b). In that office will count a vote for the straight party candidate and the individual candidate under the other party selected. NOTE: An additional ballot may be required to complete instruction (b).

See sample chart on page 23 - Test Ballots #17 and #18

12. FOR EACH PARTY, vote a straight party ticket and vote individually for candidates of the same party.

R168.773 - Rule 3(12)(h). Will count votes for all candidates within the political party selected by virtue of the individual votes cast. A vote shall not be counted for a candidate by virtue of the straight party vote. This condition does not constitute an overvote.

See sample chart on page 23 - Test Ballot #19, #20 and #21

13. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 23 - Test Ballot #22

WHEN INSTRUCTIONS 1 THROUGH 13 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each party, candidate and proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that each party receives not less than 2 straight party votes and a different total number of valid votes are cast for each party in the straight party section, each candidate within an office, and for and against each proposal. NOTE: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a), R168.776 - Rule 6(4)(a) and MCL168.798. None of the parties, candidates, write-ins, or proposals shall have an accumulated vote total of zero.

See sample chart on page 23 - Test Ballots #23, #24, #25, #26, #27, #28, #29, #30, #31, #32, #33 and #34

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each party, candidate, write-in position, and proposal.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT
GENERAL ELECTION
TUESDAY, NOVEMBER 5, 2008**

Test #1

PARTISAN SECTION	STATE BOARDS	PROPOSAL SECTION
TO VOTE A STRAIGHT PARTY TICKET <small>Vote for not more than 1</small>	MICHIGAN STATE UNIVERSITY BOARD OF TRUSTEES <small>Vote for not more than 2</small>	STATE
REPUBLICAN PARTY <input type="radio"/> DEMOCRATIC PARTY <input type="radio"/> LIBERTARIAN PARTY <input type="radio"/>	Kelly Williams <input type="radio"/> <small>Republican</small> Kim Waters <input type="radio"/> <small>Republican</small> Don Singleton <input type="radio"/> <small>Democratic</small> Emily Strauss <input type="radio"/> <small>Democratic</small> Bill Deets <input type="radio"/> <small>Libertarian</small> Mike Mallory <input type="radio"/> <small>No Party Affiliation</small> Judith Suggs <input type="radio"/> <small>No Party Affiliation</small> <input type="radio"/> <input type="radio"/>	Proposal A A proposal to ban bass speakers in automobiles. The proposal would make it a felony to install bass speakers, or any speaker loud enough to cause a vehicle to bounce as it travels down the road, in automobiles or trucks. Should this proposal be adopted? <div style="text-align: right;"> Yes <input type="radio"/> No <input type="radio"/> </div>
<div style="background-color: #cccccc; text-align: center; padding: 2px;">STATE</div> GOVERNOR AND LIEUTENANT GOVERNOR <small>Vote for not more than 1</small> James Bradford <input type="radio"/> Linda Kasmerski <input type="radio"/> <small>Republican</small> Al Lerner <input type="radio"/> Bill Preston <input type="radio"/> <small>Democratic</small> Andy Prentis <input type="radio"/> Julia Wagner <input type="radio"/> <small>Libertarian</small> <input type="radio"/>	<div style="background-color: #cccccc; text-align: center; padding: 2px;">NON-PARTISAN SECTION</div> COURT OF APPEALS 1ST DISTRICT INCUMBENT POSITION <small>Vote for not more than 1</small> Roy Bean <input type="radio"/> <small>Judge of the Court of Appeals</small> Alyce Comley <input type="radio"/> <input type="radio"/>	
SECRETARY OF STATE <small>Vote for not more than 1</small> Amanda Bixby <input type="radio"/> <small>Republican</small> James Q. MacDonald <input type="radio"/> <small>Democratic</small> Lori Scanlon <input type="radio"/> <small>Libertarian</small> <input type="radio"/>		
<div style="background-color: #cccccc; text-align: center; padding: 2px;">LEGISLATIVE</div> REPRESENTATIVE IN STATE LEGISLATURE 120TH DISTRICT <small>Vote for not more than 1</small> Roger Overstreet <input type="radio"/> <small>Republican</small> Arnie Schmidt <input type="radio"/> <small>Democratic</small> Claude R. Raines <input type="radio"/> <small>No Party Affiliation</small> <input type="radio"/>		

Sample Ballot Chart
General Election

Str. Party			Governor				Sec. of State				State Rep.				MSU Board of Trustees												Non Partisan				Prop.					
(1)			(1)				(1)				(1)				(2)												(1)				(1)					
B	R	D	T	R	D	E	T	W	R	D	E	T	W	R	D	E	T	W	R	D	E	T	N	P	N	W	C	C	W	Y	N					
A	E	I	S	A	E	I	S	A	E	I	S	A	E	I	S	A	E	I	S	A	E	I	S	A	E	I	A	A	I	E	O					
L	P	M	S	P	M	S	I	P	M	S	I	P	M	A	P	M	S	A	P	M	S	A	A	A	N	N	N	N	N	S						
#				1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1							
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
2	S	T	R	A	Y		M	A	R	K	S																									
3	B	L	A	N	K		B	A	L	L	O	T																								
4			1				(1)				(1)																									
5	0	0	0																																	
6	1			1					1			(1)																								
7				1					1																											
8					0		0		0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9				0		0	0		0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
10		0	0		0	0	0		0	0	0																									
11		0	0		1						1																									
12		1			(1)				(1)																											
13		1			(1)				(1)																											
14	1			(1)					(1)																											
15	1			(1)					(1)																											
16	1			(1)					(1)																											
17			1				(1)				(1)																									
18			1				(1)				(1)																									
19	1			1					1																											
20		1			1					1																										
21			1				1																													
22		0			0		0		0		0																									
Sub	5	3	4	6	4	4	0	4	5	5	0	6	4	0	0	3	5	4	2	6	1	1	0	0	1	0	1	0	1	1	1	1	1	1		
23					1				1					1																						
24							1				1																									
25														1																						
26																																				
27																																				
28																																				
29																																				
30																																				
Total	5	3	4	6	5	4	1	4	6	5	1	6	4	2	1	5	7	6	4	8	3	2	1	3	2	1	3	2	1	2	1	2	1	2	1	

TEST PROCEDURES FOR NON-PARTISAN ELECTION WITH PROPOSALS

Working with the ballot to be tested, prepare a chart that reflects each office, candidate, write-in position (the number of write-in positions will be equal to the number of candidates to be nominated or elected), and a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed for each office and proposal under each office or proposal heading. Where instructed to "vote correctly" vote for the maximum number of candidates allowed and vote "yes" or "no" on all proposals.

Following the instructions below, use a "1" to show votes that count, and a "0" to show votes that do not count due to an overvote in an office or proposal. (*See sample ballot on page 26 and sample chart on page 27.*)

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot for candidates, write-ins, and proposals. EXCEPTION: If no candidates are running for an office, skip the office; overvoting will not be possible.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 27 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot for candidates, write-ins, and proposals. To complete this step, mark the unused vote positions.

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 27 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 27 – Test Ballot #3

4. Vote the following:

- (a) Vote 1 ballot correctly in the non-partisan section and overvote the proposal section of the ballot
- (b) Vote 1 ballot correctly in the proposal section and overvote the non-partisan section of the ballot

R168.773 - Rule 3(10)(b)(c) and (f). Will only count votes cast in the non-partisan section in (a). Will only count votes cast in the proposal section in (b).

See sample chart on page 27 – Test Ballot #4 and #5

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override

the tabulator's rejection of this ballot.

See sample chart on page 27 – Test Ballot #6

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each candidate, write-in position, and proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that a different total number of valid votes are cast for each candidate within an office, and for and against each proposal. Note: It is not required that each write-in position show a different total number of votes.

R168.773 - Rule 3(10)(a). None of the candidates, write-in positions, or proposals shall have an accumulated vote total of zero.

See sample chart on page 27 – Test Ballots #7, #8, #9, #10, #11, #12, #13, #14 and #15

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator.** (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each candidate, write-in position, and proposal.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error or problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT
SCHOOL ELECTION
MAY 6, 2008**

Test #1

NON-PARTISAN SECTION	PROPOSAL SECTION
LOCAL SCHOOL DISTRICT	LOCAL SCHOOL DISTRICT
<p style="text-align: center;">LOCAL SCHOOL DISTRICT BOARD MEMBER</p> <p style="text-align: center;">Vote for not more than 4</p>	
Bill Wendt <input style="margin-left: 10px;" type="radio"/>	Special Millage Increase
Jill Collingsworth <input style="margin-left: 10px;" type="radio"/>	This proposal would institute a special 1 mill levy, monies raised to be spent recruiting better high school football players.
Morton A. Harrison <input style="margin-left: 10px;" type="radio"/>	Should this millage be adopted?
Elsa Klein <input style="margin-left: 10px;" type="radio"/>	
Calvin Lutz <input style="margin-left: 10px;" type="radio"/>	<div style="text-align: right;"> Yes <input style="margin-left: 10px;" type="radio"/> </div>
Wendy Preston <input style="margin-left: 10px;" type="radio"/>	<div style="text-align: right;"> No <input style="margin-left: 10px;" type="radio"/> </div>
Kris Stevenson <input style="margin-left: 10px;" type="radio"/>	
<input style="width: 250px;" type="text"/> <input style="margin-left: 10px;" type="radio"/>	
<input style="width: 250px;" type="text"/> <input style="margin-left: 10px;" type="radio"/>	
<input style="width: 250px;" type="text"/> <input style="margin-left: 10px;" type="radio"/>	
<input style="width: 250px;" type="text"/> <input style="margin-left: 10px;" type="radio"/>	

Sample Ballot Chart
Non-Partisan Election with Proposals

Non-Partisan School Board												Prop. Millage	
(4)												(1)	
B	C	C	C	C	C	C	C	W	W	W	W	Y	N
A	A	A	A	A	A	A	A	I	I	I	I	E	O
L	N	N	N	N	N	N	N					S	
#	1	2	3	4	5	6	7	1	2	3	4		
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	S	T	R	A	Y		M	A	R	K	S		
3	B	L	A	N	K		B	A	L	L	O	T	
4	1	1	1	1								0	0
5	0	0	0	0	0	0	0	0	0	0	0	1	
6	W	R	O	N	G		P	C	T		0	0	
Sub	1	1	1	1	0	0	0	0	0	0	0	1	0
7	1	1	1	1								1	
8	1	1	1	1									1
9	1	1	1	1									
10	1	1	1	1									
11	1	1	1		1								
12	1	1			1	1							
13	1				1	1	1						
14					1	1	1	1					
15									1	1	1		
Total	8	7	6	5	4	3	2	1	1	1	1	2	1

TEST PROCEDURES FOR SPECIAL PROPOSAL ELECTION

Working with the ballot to be tested, prepare a chart that reflects a position for the "yes" and "no" for each proposal. Enter the total number of votes allowed under each proposal heading.

Following the instructions below, use a "1" to show marks that count and a "0" to show marks that do not count. Where instructed to "vote correctly" vote "yes" or "no" on all proposals. *(See sample ballot on page 30 and sample chart on page 31.)*

To create a test deck, vote ballots as follows:

1. Using 1 ballot, vote all positions that are used on the ballot.

R168.773 - Rule 3(10)(d). Will not count any votes.

See sample chart on page 31 – Test Ballot #1

2. Using 1 ballot, vote all positions that are not used on the ballot. To complete this step, mark the unused vote positions.

R168.773 - Rule 3(10)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #2

3. Insert 1 blank ballot into the test deck.

R168.776 - Rule 6(4)(e). Will not count any votes.

See sample chart on page 31 – Test Ballot #3

4. Vote 1 ballot correctly.

R168.773 - Rule 3(10)(b). Will count all votes cast.

See sample chart on page 31 – Test Ballot #4

5. Vote correctly one or more ballots from a different precinct. These ballots will be rejected because the precinct code is improper for the program and tabulator being tested. No votes will count. You should not be able to override the tabulator's rejection of this ballot.

See sample chart on page 31 – Test Ballot #5

WHEN INSTRUCTIONS 1 THROUGH 5 ARE COMPLETED, PERFORM THE FOLLOWING:

- (1) Subtotal all columns on the chart to determine the total number of votes cast for each proposal that should be counted when the test deck is tabulated.
- (2) Vote additional ballots as necessary so that a different total number of valid votes are cast for and against each proposal.

R168.773 - Rule 3(10)(a). None of the vote positions shall have an accumulated vote total of zero.

See sample chart on page 31 – Test Ballots #6 and #7

- (3) Tabulate all ballots included in the test deck **overriding all rejected ballots so they are accepted by the tabulator**. (You should not be able to override the wrong precinct ballot.) Print out the vote totals as tabulated. Only properly cast votes will be counted.
- (4) Compare the predetermined totals with the tabulator totals for each vote position.
- (5) If the totals BALANCE, the test is complete.

If the totals DO NOT BALANCE, the errors must be found and corrected. Errors may be in the chart of predetermined results, how the test deck was marked, the programming, or due to a flaw in the ballots. Once the error problem is identified and corrected the test must be re-run. Once the totals balance the test is complete.

**OFFICIAL BALLOT
SPECIAL ELECTION
FEBRUARY 5, 2008**

Test #1

PROPOSAL SECTION

County 911 Millage Proposal

A proposal to raise the county millage by 1.6 mills to fund telecommunication enhancements to the 911 dispatch system and to fund a full time administrative assistant position.

Should this proposal be adopted?

Yes ☐

No ☐

Sample Ballot Chart
Special Election

Prop.		
Millage		
(1)		
B	Y	N
A	E	O
L	S	
#		
1	0	0
2	S	M
3	B	B
4	1	
5	WP	0
Sub	1	0
6	1	
7		1
Total	2	1

SM = Stray Marks

BB = Blank Ballot

WP = Wrong Precinct

Test Procedures for the AutoMARK Voter Assist Terminal (VAT)

Promulgated Rule R168.775 deals with the preparation of voting devices to be used in Michigan elections. Subsection (7) states, “An assembled voting device shall be tested to determine if it is operating properly.” The following test procedures must be carried out prior to each election for each program, ballot style and VAT that will be used at the election to ensure that 1) the equipment is performing as designed 2) all ballots have been properly prepared and will be accepted, accurately marked and returned for tabulation 3) that the programs have been prepared in accordance with law and rule and 4) that the audio description of the ballot and voting instructions are clearly and accurately presented.

For each step described below, the marked test ballot must be visually inspected to verify the accuracy of the program and the proper placement of each mark on the ballot. It should be noted that the preparation of a chart of predetermined results is not required. Additionally, since the AutoMARK VAT is not a ballot counting device, test ballots do not have to be tabulated nor is it required that AutoMARK VATS be demonstrated or tested at a public accuracy test. Election officials who wish to include a demonstration of the AutoMARK VAT at the public accuracy test may do so at their discretion.

Documentation of the completion of the required preliminary accuracy test is demonstrated through the test ballots (test deck) and the “AutoMARK VOTER ASSIST TERMINAL (VAT) PREPARATION CHECKLIST AND TEST CERTIFICATION FORM” which must be attested to by the local election commission or its authorized representatives and retained as a public record under the provisions of Michigan election law.

It is important that the ballot stub be removed from each test ballot prior to insertion into the terminal and that all ballots be inserted clean end first. In addition, all test ballots must be numbered sequentially and marked “TEST.” It is recommended that a notation be made on each test ballot that describes the condition being tested. While all test decks and programs must be retained in accordance with the provisions of Michigan election law, these materials are not subject to the 22-month Federal retention requirement.

The following test procedures are divided into two steps. The first step is designed to ensure that all hardware is functioning properly. The second step is designed to verify the accuracy of the programs that will be used to mark ballots and the audio presentation of the ballot and voting instructions. Because the program installed into each VAT assigned for use within a jurisdiction is identical, only one flash memory card is needed for the performance of the test.

Step One - Hardware Testing Performed on all VATS to ensure that all equipment functions are working properly and that the program is properly prepared.

Insert the program into the VAT. Next, insert the switch mode key into the VAT and turn it to the **Test** position. (Note: The screen will remain blank for approximately one minute.) Unlock the flash memory card if it has been encrypted. Then turn the switch mode key to the **On** position.

1. Insert the first ballot into the VAT.

- a. Test all keys on the keypad, such as Volume, Select, Forward, Back, etc.
- b. Test all buttons on the touch screen, such as Next, Back, Mark, More, etc.
- c. Test the headphones.

Use the “Exit Return Ballot” button to eject the blank ballot.

Mark this ballot “Test 1 – Hardware Test.”

2. Test the print calibration and flash memory card

This test, which must be performed for all ballot styles, is used to verify that the program has been properly prepared, that all marks will be made within the target area of each vote position and that all offices, candidates and proposals are recognized. To perform this test, turn the switch mode key to the **Test** position. The **Main Menu** will display. Press **Test Ballot Print**.

Complete the following steps:

- a. Insert the test ballot. The ballot will automatically be marked and returned for visual inspection.
- b. Carefully inspect the ballot to ensure that: 1) all vote positions appearing on the ballot have been marked 2) the marks fall within the target area of each vote position and 3) the name of each candidate that is over-laid on the ballot is the same as the name that is printed on the ballot.
- c. Press **Done**.

Mark this ballot “Test 2 – Test Ballot Print.”

This completes the testing that must be performed on all VATS prior to each election.

Step Two - Program Testing Within each jurisdiction, the program must be completely tested for one ballot style. If more than one ballot style is needed, only the instructions, offices, candidates and proposals that are unique to each additional ballot style will need to be tested.

1. Turn the switch mode key to the **On** position. Insert a test ballot into the VAT. Use either the touch screen or keypad to complete this step. Navigate through the ballot comparing the audio presentation of the ballot and the visual presentation of the ballot against the official ballot. Pay particular attention to the pronunciation of each word and the names of all candidates. **NOTE:** Needed adjustments to the voice files must be made in the AutoMark Information Manager Software (AIMS). If adjustments are needed, contact the persons responsible for programming.
2. Once you have verified the visual and audio presentations of the ballot, using the same ballot, attempt to overvote each office and proposal. In each “Vote for not more one than 1” office, the selection of a second choice should automatically

de-select the previous choice. In offices where more than one selection is allowed, once the maximum number of choices has been made, you must first de-select a candidate before a different choice can be made. To complete this step, it will be necessary to test each vote position to ensure that it is functioning properly. This means that all vote positions must be selected and de-selected.

Next, using the same ballot, select the maximum number of votes allowed for each office and proposal. Press the "Mark Ballot" button to eject the ballot. Write the words "Test 3 - Maximum Votes" at the top of this test ballot.

For a partisan primary, additional test ballots will be needed to verify that the program will not allow crossover votes. This test must be performed for each office under each party.

Promulgated Rule R168.773 (10)(d) This step is used to verify that over voting will not be permitted and that voters will be able to cast the maximum number of votes allowed for each office. This step is also used to proof the audio and visual presentations of the ballot.

3. This step will require two test ballots for each proposal appearing on the ballot. Using the first test ballot, mark a single "Yes" vote for the first proposal. Press the "Mark Ballot" button to eject the ballot and verify that the "Yes" position assigned to the first proposal is marked. Using the second test ballot, mark a single "No" vote for the first proposal. Press the "Mark Ballot" button to eject the ballot and verify that the "No" position for the first proposal is marked.

Repeat this process for each proposal on the ballot being tested. Write the words "Test (enter appropriate test ballot number) - Y/N Test" at the top of each test ballot.

NOTE: This step is only required if the ballot contains two or more proposals. This test is used to verify that the "Yes" or "No" vote cast on each proposal will be awarded to the proper proposal. As an option, this step may also be used to record votes for candidates in the partisan and non-partisan sections of the ballot if applicable. The addition of candidate selections and or additional ballots is left to the discretion of the election officials responsible for the test.

4. Turn the switch mode key to the **On** position. Insert a test ballot into the VAT. Navigate through the ballot using either the keypad or touch screen. Do not record any selections on this ballot. The **Summary** screen should display all offices in red. Advance to the **Mark Ballot** screen and press the "Mark Ballot" button to eject the ballot. Write the words "Test (enter appropriate test ballot number) - Blank Ballot" at the top of this test ballot. Note: This test must be performed for one ballot style only.

Promulgated Rule 168.775(5) - This step is used to ensure that a voter can record a blank ballot.

APPENDIX

OPTICAL SCAN PROGRAM TESTING AND SECURITY CERTIFICATION

Name of city, township, village or school district				County
Primary	General	Special	Regular	Date of Election:

PRELIMINARY ACCURACY TEST (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed precinct tabulators have been tested using the test deck prepared under the direction of the Election Commission, the tabulator results agree with the predetermined test deck results and the official ballots have been compared and agree with the program edit listings. Further the test deck, program predetermined results and the results of the Preliminary Test were secured under the seal listed.

PRECINCT #	TABULATOR #	TEST DATA SEAL #	DATE OF PRELIMINARY TEST
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Member(s) of Election Commission or Authorized Assistant(s)

PUBLIC ACCURACY TEST – We, the Accuracy Board, hereby certify that notice of this test was published 48 hours prior to the conduct of the test and the container holding the testing materials was sealed with the seal recorded on the Preliminary Accuracy Test Certificate. The listed precincts were tested at the Public Accuracy Test using the test deck prepared under the direction of the Election Commission and the results agree with the predetermined results of the test deck. The test deck, program, predetermined results and results of the Public Accuracy Test were secured following the test under the seal listed below.

PRECINCT #	TABULATOR #	TEST DATA SEAL #	DATE OF PRELIMINARY TEST
------------	-------------	------------------	--------------------------

Member – Accuracy Board/Representative

Member – Accuracy Board/Representative

Member – Accuracy Board/Representative

CLERK'S PREPARATION CERTIFICATE FOR OPTICAL SCAN TABULATOR AND VOTER ASSIST TERMINAL

Tabulator Serial No. _____

Tabulator Seal No. _____

Terminal Serial No. _____

Terminal Seal No. _____

I certify that the above precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded above.

X

Ward / Precinct No. _____

Signature of Clerk or Authorized Assistant _____

Date _____

ELECTION INSPECTORS' PREPARATION CERTIFICATE

☒ WE CERTIFY BY SIGNING BELOW THAT THE FOLLOWING WAS COMPLETED PRIOR TO THE OPENING OF THE POLLS.

- ☐ The oath of office was administered to and signed by all election inspectors present.
- ☐ Verified that the serial number of the tabulator and terminal and the seals used to seal the tabulator and terminal were the same as the serial and seal numbers recorded on the Clerk's Preparation Certificate above.
- ☐ All preparation tests of the tabulator and terminal were completed and the equipment was found to be in proper working order.
- ☐ The ballot was verified by comparing each candidate's name and the placement of any propositions on the ballot with the precinct instruction ballot, tabulator zero tape and terminal test ballot.

OATHS OF INSPECTORS OF ELECTION

STATE OF MICHIGAN, }
COUNTY OF _____ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson at the Election held on Tuesday the _____ day of _____, 20____ according to the best of my ability.

Taken, subscribed and sworn to before me this _____

X

Signature of Chairperson

_____ day of _____, 20____.

X

Signature of Person Administering Oath

STATE OF MICHIGAN, }
COUNTY OF _____ } ss.

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Inspector of Elections at the Election held on Tuesday the _____ day of _____, 20____ according to the best of my ability.

Signatures of Persons Taking Oath and Certifying Preparation Certificate

X

X

X

X

X

X

X

X

X

X

Taken, subscribed and sworn to before me this _____

X

_____ day of _____, 20____.

Signature of Person Administering Oath

AutoMARK VOTER ASSIST TERMINAL (VAT) PREPARATION CHECKLIST AND TEST CERTIFICATION FORM

PREPARATION CHECKLIST - The following tasks must be completed prior to each election for each AutoMARK terminal that will be assigned to a polling location. Refer to the "Pre-Election Day Checklist" provided by ES&S for details on how to perform the following:

- ☐ Install the flash card containing the election specific information and instructions. Ensure that the flash card is unlocked.
- ☐ Install the ink cartridge; ensure that there is enough ink for election-day use. (If a new ink cartridge has been installed, reset the ink cartridge "Ink Remaining Percentage" to 100%.)
- ☐ Ensure that the Printer Head Selection has been properly set.
- ☐ Ensure that the date and time are properly set.
- ☐ Ensure that the battery is fully charged.
- ☐ Calibrate the touch screen.
- ☐ Ensure that all touch screen selections are performing properly.
- ☐ Ensure that all keypad functions are performing properly.

Name of city, township, or village

Name of county

(Check election date below)

____ February ____ May ____ August ____ September ____ November ____ Other (enter date) _____

PRELIMINARY ACCURACY TEST - (The Preliminary test is the responsibility of the Election Commission. The Election Commission may delegate the administration of the test to an authorized assistant.) The undersigned certifies that the listed voting assistance terminals (VATS) were prepared according to the above check-list and were tested using the test decks prepared under the direction of the Election Commission; the test results demonstrated that the official ballots were properly marked and that the ballot specific information agreed with the program edit listings. Further, the test decks, were secured using the seal # listed below. The proper program was installed into each terminal using the seal # recorded on the Clerk's Preparation Certificate in the Poll Book of the precinct to which the terminal was assigned.

<u>PRECINCT #</u>	<u>TERMINAL SERIAL #</u>	<u>TEST DATA CONTAINER SEAL #</u>	<u>DATE OF PRELIMINARY TEST</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signatures of Member(s) of Election Commission or Authorized Assistant(s)

Public Notice

Sample Township

NOTICE IS HEREBY GIVEN that the
Public Accuracy Test for the
May 6, 2008 Election
has been scheduled for Thursday
May 1, 2008 at 10:00 AM in the
Township Hall Meeting Room,
24821 Front Ave.
Mattawan, Michigan.

The Public Accuracy Test is conducted
to demonstrate that the program
and computer that will be used
to tabulate the results of the
election, counts the votes in
the manner prescribed by law.

Mary Smith
Sample Township Clerk

